



City of Norfolk
Fiscal Year 2007
HOME Investment Partnership

**APPLICATION REVIEW, DECISION PROCESS OVERVIEW
AND FY07 CALENDAR**

Deadline December 16, 2005 by 5:00p.m.

***Please Note: Late Applications will not be accepted.
Separate applications must be submitted for each project.
All other applications are obsolete.***

- The application review process has three phases:
 - **Phase One:** Applications are reviewed by the Consolidated Plan Work Group, which consists of staff from City departments and agencies. Applications are initially reviewed for their eligibility under federal program guidelines. Eligible projects are then reviewed according to their contribution to the goals and objectives of the City's approved Consolidated Plan, their ability to help the City meet federal program guidelines, and other local priorities. Organizational capacity, experience, and past performance are also considered. Working with the Consolidated Plan Work Group is the **Citizen's Advisory Group. This group is composed of representatives from organizations and groups that advocate for low income persons or persons residing in areas affected by public actions. This group serves in an advisory capacity.**
 - **Phase Two:** The Consolidated Plan Work Group prepares a recommendation that is forwarded to the Norfolk City Planning Commission. The Commission holds a public hearing on this recommendation, and subsequently, prepares its recommendation, which is forwarded to the City Council.
 - **Phase Three:** The Norfolk City Council holds a public hearing on the City Planning Commission recommendation. The action of City Council adopts the Consolidated Plan, finalizing the budgets. Upon completion of the process, the City forwards the adopted Annual Plan to the U.S. Department of Housing and Urban Development for approval.
- Projects considered at the City Planning Commission and City Council public hearings are limited to those submitted according to the guidelines and timetables outlined in this package. Applicants are strongly encouraged to attend and participate at these public hearings.
- More detailed information describing these and other related citizen participation processes for the Annual Plan are found in Norfolk's approved Citizen Participation Plan. A copy of that plan can be obtained from Norfolk's Office of Grants Management, 810 Union Street, Room 508, Norfolk, VA 23510, or by calling (757) 664-4080.

EVALUATION CRITERIA

Demonstrated Need	Max. Points 20												
Project Description and Effectiveness	Max. Points 20												
Demonstrated Experience and Capacity	Max. Points 20												
Budget Completeness and Program Efficiency	Max. Points 20												
Financial Strength/Funding Leverage	Max. Points 10												
Collaboration with Other Agencies	Max. Points 5												
Preparedness for Outcomes Based Measurement	Max. Points 5												
<table> <tr> <td><u>Rating</u></td><td><u>Maximum Points</u></td></tr> <tr> <td>Very High</td><td>81-100</td></tr> <tr> <td>High</td><td>61-80</td></tr> <tr> <td>Average</td><td>41-60</td></tr> <tr> <td>Low</td><td>21-40</td></tr> <tr> <td>Very Low</td><td>0-20</td></tr> </table>		<u>Rating</u>	<u>Maximum Points</u>	Very High	81-100	High	61-80	Average	41-60	Low	21-40	Very Low	0-20
<u>Rating</u>	<u>Maximum Points</u>												
Very High	81-100												
High	61-80												
Average	41-60												
Low	21-40												
Very Low	0-20												

FY 2007 Calendar*

Request for Proposal (Application) Release Date	Tuesday, October 25, 2005
Technical Assistance Workshop	Thursday, November 10, 2005
Deadline for Proposal Submissions	Friday, December 16, 2005
Application Interviews	February 2006
Notice of Requests that do not meet Funding Requirements	March 2006
City Planning Commission's Public Hearing on Proposed Use of Funds Statement	March 2006
City Council's Public Hearing on the Proposed Use of Funds Statement	April 2006
Letters of Awards/Denials	April 2006
Funding Year Begins	July 1, 2006

****All Dates are tentative. Exact dates to be determined (TBD). Notices of all public hearings will be placed in the Virginia Pilot-Ledger Star and the New Journal Guide. Please watch for these notices to confirm dates and times of Public Hearings.***

HOME Investment Partnership

Application Information

I. Introduction

The HOME Investment Partnership Program was created under Title II of the National Affordable Housing Act of 1990. The general purposes of HOME are expanding the supply of decent and affordable housing, particularly rental housing, for low and very low income Americans; strengthening the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent affordable housing; providing financial and technical assistance to participating jurisdictions; extending and strengthening partnerships among all levels of government and the private sector, including for profit and nonprofit organizations, in the production and operation of affordable housing.

The City of Norfolk has been a participant in the HOME Investment Partnership Program since its inception. Through this program, activities have been undertaken to enhance ongoing neighborhood revitalization efforts, particularly within the Ballentine, Berkley, Brambleton, Broad Creek, Park Place, Huntersville, and Lamberts Point communities. For the funding period covered by this application, the City will again assess proposals received in light of its adopted neighborhood plans and housing strategies.

II. Norfolk's HOME Program Parameters

The HOME program generally provides for a wide range of activities. Within that framework, the City of Norfolk has prepared a set of guidelines to assist it in meeting Federal and local objectives. These include:

1. Working only with incorporated public, nonprofit, and for-profit entities to implement activities in the HOME Investment Partnership program.
2. Contracting with the Norfolk Redevelopment and Housing Authority to provide oversight of all approved projects.
3. Requiring applicants to assist in satisfying the required Federal match of the HOME program. Qualifying project match includes, but is not limited to, cash, value of donated land and real property, value of donated materials and labor, waived taxes, fees, charges. Proposed match sources must be approved and consistent with program regulations.

III. Priority Considerations

1. Projects that directly contribute to ongoing community and housing improvements efforts will receive greater consideration.
2. Projects located in the following neighborhoods will be given greater consideration - Berkley, Lamberts Point, Huntersville, Park Place, and Brambleton, Broad Creek, Ballentine.

Consolidated Plan 2004-2008 Objectives

ISSUE	OBJECTIVE
Affordable Housing	Improve overall quality of Norfolk's Housing Stock.
Homeownership	Increase home ownership opportunities for low and moderate-income households.
Fair Housing	Provide equal access to affordable housing for all residents in the City of Norfolk.
Homelessness	Continue efforts to help eliminate chronic homelessness in the City of Norfolk.
Special Needs	Insure there is an adequate choice of housing suitable for persons with special needs in the City of Norfolk.
Non-housing Community Development Needs	<p>Priorities include encouraging continued homeownership, to attract new and expanding commercial and industrial activities and to increase and maintain balanced growth, with sufficient revenue from non-residential sectors to compensate for the cost of services of residential development.</p> <p>Priorities also include flood drain improvements, water and sewer improvements, streets, parks and recreational facilities, commercial and industrial rehabilitation, commercial, industrial infrastructure and employment training.</p>

IV. Eligible Applicants

1. Applicants must be incorporated for profit, nonprofit, or public organizations or businesses able to undertake affordable housing activities within the boundaries of the City of Norfolk.
2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed activities. This expertise is demonstrated through previous experience in successfully developing

projects similar to the one proposed, either by partners or key staff within the business or organization.

3. Applicants must be able to meet other federal requirements relative to the HOME program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, and acquisition, labor, lead-based paint, conflict of interest, debarment and suspension, and flood insurance. Federal requirements include those listed in US Code Title 42, Chapter 130 and CFR Title 24, Part 92. All applicants should be aware that additional federal requirements apply.

V. Eligible Activities

Several affordable housing activities are allowed under the program. To prevent duplication of services and to encourage performance in areas of need, the following distribution of permitted activities is provided:

A. For Profit Entities/Eligible Activities

1. Moderate and substantial rehabilitation of rental properties.

B. Nonprofit Housing Providers/Eligible Activities

1. Assistance to first-time homebuyers and existing homeowners.
2. Property acquisition.
3. New construction.
4. Reconstruction of property owned and managed by nonprofit. May be used in conjunction with #2, property acquisition.
5. Moderate or substantial rehabilitation of property owned and managed by nonprofit. May be used in conjunction with #2, property acquisition.
6. Site improvements.
7. Other reasonable and necessary expenses related to the development of non-luxury housing.
8. Moderate or substantial rehabilitation of property owned by low to moderate income homeowners.

C. Public Housing Agencies/Eligible Activities

1. Assistance to first-time homebuyers and existing homeowners.
2. Property acquisition.
3. New construction.
4. Reconstruction.
5. Moderate or substantial rehabilitation.
6. Site improvements.
7. Demolition.
8. Relocation expenses.
9. Other reasonable and necessary expenses related to the development of non-luxury housing.
10. Administrative support.

D. Community Housing Development Organizations/Eligible Activities

1. Homebuyer Assistance
2. Property acquisition.
3. New construction.
4. Reconstruction.
5. Moderate or substantial rehabilitation.
6. Site improvements.
7. Demolition.
8. Relocation expenses.
9. Other reasonable and necessary expenses related to the development of non-luxury housing.
10. Administrative support.

A **Community Housing Development Organization (CHDO)** has among its purposes the provision of decent housing that is affordable to low and moderate income persons; has a demonstrated capacity to carry out activities assisted with HOME funds; has a history of serving the community within which the housing to assisted with HOME funds is located; is organized under State or local laws; has standards of financial accountability; and has tax exemption under section 501(c) of the Internal Revenue Code. At least one-third of a CHDO's governing board must be low-income residents or elected representatives of such residents.

All projects must be located within City of Norfolk boundaries.